

# CONSOLIDATED INFORMATION TECHNOLOGY SERVICES TASK ASSIGNMENT (TA)

## 1. **TITLE:** (H1) NTTS Task Management Support

<b>TA No:</b>	257-Rev1	<b>Alternate Task Area Monitor:</b>	None
<b>Task Area Monitor:</b>		<b>Software Control Class:</b>	Low Control
<b>NASA POC:</b>	None		
<b>Type of Task:</b>	Recurring Task		

## 2. **BACKGROUND**

NTTS is a complicated agency-wide tool that is task driven. The NTTS project has 3 Thrusts and issues tasks according to those thrust. The supporting contract has two different contractor line items (CLINs) and tasks are issued on the procurement end under these CLINs. At one time there can be many different tasks in progress with varying different funding requirements, ending dates and shifting schedules that need to be monitored and brought to the attention of the COTR (Hope Venus). The purpose of this task is to have contractor support for NTTS in the following areas:

1. Scheduling support
2. Task Monitoring (schedule, funding)
3. Action Item tracking, task milestone and deliverable tracking

## 3. **OBJECTIVE**

To provide support to the NTTS project in the following areas:

1. Scheduling support
2. Task Monitoring (schedule, funding)
3. Action Item tracking, task milestone and deliverable tracking

## 4. **GENERAL IT SUPPORT SERVICES**

### **Services Specified Through Exhibit A:**

No specific system engineering, hardware or software support. This task is more administrative in nature.

### **Maintenance of Software Developed By or For LaRC:**

N/A

### **General IT Support Services Performance Metrics**

Performance Standard: Required documentation is complete, understandable, and up-to-date.

Performance Metrics:

Exceeds: Documentation is complete and up-to-date. Improvements have been made in the clarity of documentation.

Meets: Documentation is complete with only minor errors noted.

Fails: One or more required documentation components are not available or errors are noted that could compromise the operation or integrity of the systems.

**5. SYSTEM AND APPLICATION DEVELOPMENT SERVICES**

None required.

**6. WORK-AREA SPECIFIC SERVICES**

None required.

**7. Exhibit A**

None required.

**8. SPECIAL SECURITY REQUIREMENTS**

None required.

**9. SOFTWARE ENGINEERING PROCESS REQUIREMENTS**

None required.

**10. JOINT REVIEW SCHEDULE**

Attend weekly meeting with COTR and NTTS Contractor Project Manager. Provide minutes and capture action items.

Keep COTR abreast of upcoming deadlines, when tasks are close to their funding limitations, when task dates are about to expire. Specific details (number of days, etc.) will be established once the task is assigned.

**11. PERIOD OF PERFORMANCE**

This TA is effective from 02/01/08 to 04/27/09

**12. TECHNICAL PERFORMANCE RATING**

Timeliness is critical for this task.

Quality: 40%      Timeliness: 60%

### 13. RESPONSE REQUIREMENTS

This Task Plan shall address the contractor's specific work plans, associated estimated labor hours, cost and schedule.

### 14. FUNDING INFORMATION

Funding last submitted on 03/27/2008.

### 15. MILESTONES

Date	MileStones
03/01/2008	Meet with COTR and review Task plan under deliverables section.

### 16. DELIVERABLES

Number	Deliverable Item	Deliverable Schedule
1	Task Plan	02/15/08 Task plan should contain the Contractors interpretation of the requirements and the approach and tools that will be utilized to accomplish this task. The task plan should also contain a communication plan to accomplish this task, schedule, costs.

### 17. FILE ATTACHMENTS

None.